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| Book          | Policy Manual                 |
| Section       | 600 Finances                  |
| Title         | Student Financial Obligations |
| Code          | 617                           |
| Status        | 1st Reading                   |
| Last Reviewed | September 26, 2019            |

### Purpose

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

The Board recognizes that as a part of the overall school environment, students participate in events, activities or school-sponsored programs in which they may incur financial obligations to the school district. Examples of such financial obligations include, but are not limited to:

1. Library: overdue, damaged, lost, stolen materials
2. Textbooks: lost, stolen, damages to textbooks
3. Classroom materials and school property
4. Athletics: uniforms, equipment, trainer supplies
5. Extracurricular/Field Trips: fundraising monies, uniforms other fees
6. Cafeteria: food services charges and expenses

This policy is intended to collect the debt.

### Authority

The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

Financial obligations/debts include, but is not limited to, instances where a student accrues a debt to the school district through the loss or damage of school district property, materials, and/or equipment, and other financial obligations from receiving good or services. Students and others who damage or deface school property may be prosecuted and punished under the law. Parents/Guardians shall be held accountable for the actions of their child.  
[1][2][3]

The Board directs that whenever a student has incurred financial debt to the district, the steps as outlined below be taken.

1. Proper written notice will be provided to the parent/guardian regarding the amount, type of debt, payment methods, and payment timeframe. The building principal shall meet with the parent/guardian to discuss the debt.

2. The District will allow thirty (30) days for full payment.
3. If full payment is not received within thirty (30) days, the student will be subject to the consequences appointed by the Board of School Directors until the satisfactory completion of all obligations is attained.
4. Consequences shall include, but are not limited to:
  - 4.1. Not permitting the student to attend class trips, school dances, school events or other similar extracurricular activities.
  - ~~4.2. Withholding a student's report card, transcripts, when deemed necessary.~~
  - 4.3. Not permitting the student to participate in graduation ceremonies.
  - 4.4. Refer the delinquent financial debt obligation to a collection agency, when debts exceed \$1,000.

The District reserves the right to consider mitigating circumstances before implementing consequences. However, for willful damage to school property, no exceptions will be considered.

Every attempt to obtain full payment shall be made prior to matriculation of the student to the next grade level however, student debt shall continue with the student through graduation.

#### Delegation of Responsibility

The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy. In cases where a student has outstanding debt to the district, proper and timely notice must be given to the student and his/her parents/guardians prior to the implementation of any consequences.

#### LEGAL

1. 24 P.S. 510
2. 24 P.S. 777
3. 24 P.S. 109
4. 24 P.S. 801
5. Pol. 808